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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 21 July 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 29

STAT

I. SIGNIFICANT ITEMS

None

II. OTHER ITEMS

JOB NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ TR NO. \_\_\_\_\_ DOC. NO. 25 NO CHANGE  
 IN CLASS \_\_\_\_\_ INDEXED TO: TS S. (C) RET. JUST. 22  
 NEXT REVIEW DATE 09 13 Dec 79 REVIEWER \_\_\_\_\_ TYPED DOC. 02  
 NO. PGS 6 ORG COMP 11 OPL 11 ORG CLASS S  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3 25X1

B. INSTALLATION OF FLUORESCENT LIGHTING IN THE AUDITORIUM, R&S BUILDING.

Light intensity surveys made in the Auditorium, R&S Building, showed that light provided by the incandescent fixtures is grossly inadequate. Arrangements were therefore made with the General Services Administration through the Office of Logistics to improve the lighting. It was found that the most practicable way to do this is by installation of fluorescent fixtures. Accordingly, GSA has been requested to accomplish the work. The Supply & Services Section was notified by the General Services Administration that all contractual arrangements are now complete and the work will begin on or before 29 July 1955. The Contract specifies completion of this work within 45 days. Arrangements were made with the Office of the Chief, Basic School, several months ago in order to allow time for adjustments in the schedule of the BOC to accommodate this project.

25X1 C. HEADQUARTERS BADGES FOR [ ] PERSONNEL. The Office of Security has  
 25X1 agreed to transfer the headquarters badges for [ ] personnel to the custody  
 of the Security Officer/[ ] This will centralize control of the badges and  
 facilitate their use by [ ] personnel travelling to headquarters. The system  
 permits the continued use of the badges as identification for [ ] passengers. 25X1

25X1 D. [ ] GUARD UNIFORM ALLOWANCES. The Budget Fiscal Officer  
 25X1 informed the [ ] that the Comptroller has given verbal approval to reimburse  
 25X1 [ ] guards up to \$100 each annually for replacement of items of uniforms as  
 permitted by Public Law #37. This is effective 1 July 1955 and is expected to be  
 confirmed by Agency regulation. 25X1

25X1 E. [ ] - CLASS A STATION ACCOUNTING PROCEDURES. Acting Chief, Technical  
 Accounting Staff/Comptroller and BFO/TR, during their recent visit with [ ]  
 25X1 developed necessary changes in the Class A Accounting Procedures which were acceptable  
 25X1 to [ ] The system, patterned after BFO/TR reporting procedures, will pro-  
 vide [ ] a monthly operating cost record for individual components of the  
 base. The procedures will be submitted to the Comptroller for approval prior to  
 being placed in effect.

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F. OTR DECENTRALIZED OBLIGATION ACCOUNTING PROCEDURES. This system was instituted for all OTR funds effective 1 July 1955. Under these procedures BFO/TR will record and report all obligations in summary to the Finance Division instead of Finance Division maintaining the records. Expenditure detail will be furnished by FD on a monthly IBM report.

G. FY 1957 OFFICE ESTIMATES. Preparation of the FY 1957 OTR Office Estimates, due 22 August 1955, is temporarily halted pending information from the Budget Officer/Comptroller, as to allowable increases for pay, per diem, insurance, and other items in excess of the FY 1956 approved Congressional Budget.

H. STATUS OF [ ] The Personnel Section was advised on 19 July 1955 that [ ] has a full clearance. He has been cleared by the Medical Office for non-strenuous duties. He will be entered on duty as soon as possible.

I. CAREER PLANNING FOR FORMER OTR INSTRUCTORS. The Career Service Board approved the general approach to career planning for former OTR instructors. This group includes instructors who left OTR prior to the inception of Service Designations and instructors with S T designations now on duty with other segments of the Agency. The details of the plan will be worked out by the Deputy Director of Training and [ ] Career Management Officer/TR.

J. OTR VACANCIES - GS POSITIONS.

<u>Component</u>	<u>Professional</u>	<u>Clerical</u>	<u>Clericals in process</u>
Instructor Development Program			
Plans & Policy Staff			
Assessment & Evaluation Staff			
Support Staff/Headquarters			
Support Staff/[ ]			
Basic School			
Intelligence School			
Language & External Training School			
Operations School/Headquarters			
Operations School/[ ]			
Operations School/[ ]			

\* Includes:

- 2 Clerk Steno vacancies - 5 applicants in process
- 1 Time, Leave Pay Clerk vacancy - 1 applicant in process
- 1 Mail Clerk vacancy

K. TSS UNIT [ ] The Budget Officer, TSS, has authorized the Finance Officer, [ ] to obligate TSS funds in the same manner and amount as last year. Normal TSS training operations may not exceed [ ] per month. Unused funds may be carried forward from month to month.

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L. [ ] Weekly report of the utilization of [ ] facilities for the period 13 through 19 July is attached.

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Attachment: [ ] Report.

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